



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

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GOVERNOR

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DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 46

EFFECTIVE DATE: September 26, 2001; Revised March 10, 2003

SUBJECT: Flexible Maximum Hire Rate For Certain Labor,
Maintenance and Trades Jobs in the Office of
State Buildings

AUTHORIZATION: Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

In accordance with authority granted by the Department of State Civil Service and effective September 12, 2001, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for positions in the Office of Buildings and Grounds in the following job titles:

- Carpenter
- Carpenter Foreman
- Carpenter Master
- Electronic Technician
- Electronic Technician Advanced
- Electronic Technician Supervisor
- Electronic Technician Trainee
- Facility Assistant Maintenance Manager 3
- Facility Maintenance Manager 4
- Fire Safety Maintenance Mechanic
- HVAC Control Technician Foreman
- HVAC Control Technician Master
- Maintenance Foreman
- Maintenance Repairer Master
- Maintenance Superintendent 1
- Maintenance Superintendent 2
- Mobile Equipment Master Mechanic
- Mobile Equipment Master Mechanic – Leader
- Painter
- Painter Foreman

- Painter Master
- Planner/Estimator
- Plumber Pipefitter Foreman

II. PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment purposes.

III. APPLICABILITY:

This policy shall be applicable to the Office of Buildings and Grounds within the DOA.

IV. PROCEDURE:

As of March 10, 2003, when hiring employees in positions that are in the job titles listed above under **I. Policy**, the Office of Buildings and Grounds will hire at the established Special Entrance Rate, which is attached.

Personnel Action Requests (PAR) requesting an appointment in these job titles must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

As of March 10, 2003, employees who occupy positions in job titles affected by this Special Entrance Rate and whose pay is below the Special Entrance Rate, will be increased in pay up to the Special Entrance Rate.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUMA

Effective September 12, 2001 the Civil Service Commission approved a statewide Flexible Maximum Hire Rate for all jobs in the Labor, Maintenance and Trades jobs.

The following chart reflects:

1. The title, job code and pay level of the jobs for which the DOA is implementing the Flexible Maximum Hire Rate,
2. The 11/25/02 minimum of the pay grade of the jobs affected, and
3. The actual hire rates that will be utilized by the Office of State Buildings and Grounds when filling positions in these jobs from March 10, 2003 forward.

TITLE	JOB CODE	WS LEVEL	BIWEEKLY MINIMUM	BIWEEKLY HIRE RATE 3/10/03
Carpenter	128700	212	\$810.40	\$912.88
Carpenter Foreman	128710	215	\$992.80	\$1,118.32
Carpenter Master	128740	213	\$867.20	\$976.79
Electronic Technician	131740	215	\$992.80	\$1,118.32
Electronic Technician Advanced	156750	216	\$1,062.40	\$1,196.61
Electronic Technician Supervisor	131750	218	\$1,216.00	\$1,369.99
Electronic Technician Trainee	132990	213	\$867.20	\$976.79
Facility Assistant Maintenance Manager 3	154420	220	\$1,392.00	\$1,568.51
Facility Maintenance Manager 4	154460	222	\$1,593.60	\$1,795.78
Fire Safety Maintenance Mechanic	148770	213	\$867.20	\$976.79
HVAC Control Technician Foreman	145810	217	\$1,136.80	\$1,280.37
HVAC Control Technician Master	145800	215	\$992.80	\$1,118.32
Maintenance Foreman	129230	215	\$992.80	\$1,118.32
Maintenance Repairer Master	128630	213	\$867.20	\$976.79
Maintenance Superintendent 1	130170	216	\$1,062.40	\$1,196.61
Maintenance Superintendent 2	130180	217	\$1,136.80	\$1,280.37
Mobile Equipment Master Mechanic	103370	213	\$867.20	\$976.79
Mobile Equipment Master Mechanic – Leader	103380	214	\$928.00	\$1,045.16
Painter	130200	212	\$810.40	\$912.88
Painter Foreman	129450	215	\$992.80	\$1,118.32
Painter Master	130210	213	\$867.20	\$976.79
Planner/Estimator	129570	216	\$1,062.40	\$1,196.61
Plumber Pipefitter Foreman	129510	215	\$992.80	\$1,118.32